CIA - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E   O F   T R A I N I N G

No. 24-73   21 August 1973

TO: All Training Officers of the Agency

INFORMATION SCIENCE FOR MANAGERS

This one week, full-time course, previously entitled "Management Science for Information," is next being offered 15-19 October 1973.

Conducted by the Office of Training as an inter-Agency program, the course is designed for managers, potential managers, supervisors, members of management staffs, and other senior and middle-level intelligence professionals with collection, production, support, operations, or overall management responsibilities in the intelligence field. It stresses the application of information systems and systematic methods of analysis by systems users to a variety of intelligence management tasks. It is not designed for skilled systems specialists and the content of the course is readily understood by those with no scientific, technical or computer training.

Each student learns to use a computer terminal and to apply computer programs to management and intelligence problems. He receives a fundamental knowledge of forecasting, probability, decision trees, correlation and regression analysis, network analysis, linear programming, resource allocation, PERT, decision-making, and other systematic methods of analysis.

OBJECTIVES:

1. To familiarize the student with the terminology and basic techniques of Information Science.

2. To identify the capabilities, limitations, and applicability of Information Science methods to the functions of management and the processes of intelligence.

3. To develop the student's ability to recognize applications of systematic methods of analysis in his professional intelligence field, and to apply these methods to his work.

This document is part of an integrated
fil-. If separated from the file it must be
_____ systematic review.   (Over, please)

CONFIDENTIAL   E2 IMPDET

CIA - INTERNAL USE ONLY   CL BY 007737

CONFIDENTIAL
CIA - INTERNAL USE ONLY

4. To improve the student's ability to communicate and collaborate with systems professionals on more difficult problems and requirements.

5. To provide a wider range of rational choices to the manager and his staff in the analysis of problems in the decision-making tasks of his organization.

ELIGIBILITY:

GS-12 through GS-16 officers, and those with equivalent military rank, who hold a managerial level assignment in Intelligence. No previous technical, scientific, math or computer training is necessary.

DATE and TIME:

15 through 19 October. 0900 to 1600 daily, one week, full-time.

NEW LOCATION:

New and improved facilities at 4600 Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building, Room 616). Detailed instructions on directions to the building and on parking will be mailed to students prior to start of the course.

REGISTRATION:

Form 73, "Request for Internal Training," must be submitted to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, by 28 September 1973. These requests will be submitted through the Training Officer and through the Central Cover Staff, as personnel of other Intelligence Community agencies will attend this course. For information on registration call OTR/ISS/AIR, extension 2365. For information on course content call extension 3532 ███████████████████. 25X1A